

FRISCO PARKS AND RECREATION DEPARTMENT

MEMORANDUM

DATE: December 12, 2000

TO: Pat Reinhart, Administrative Assistant

FROM: Rick Wieland, Director of Parks and Recreation

RE: Request to Place Agenda Item for Payment of Professional Services for Warren Sports Complex Phase III on December 19, 2000 City Council Agenda

The purpose of this memorandum is to provide information submitted by Carter and Burgess, Inc. regarding to payment of professional services for Warren Sports Complex, Phase IV Development, in the amount of \$1,070.26.

I have reviewed the pay request by Carter and Burgess, Inc. and have determined that the work performed is true and accurate.

Based on this information, I would request that this item be placed on the December 19, 2000 City Council meeting for consideration.

Should you have any questions regarding this matter, please let me know.

CITY OF FRISCO

CITY COUNCIL AGENDA REQUEST FORM

DATE: December 12, 2000	CITY COUNCIL MEETING DATE: December 19, 2000	SUBJECT: Payment of Professional Services for Warren Sports Complex Phase III to Carter and Burgess, Inc. in the amount of \$1,070.26	AGENDA: Consent <input checked="" type="checkbox"/> <u>X</u> Legislative _____ Regular _____	SUBMITTED BY: Rick Wieland, Director of Parks and Recreation
-----------------------------------	--------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------

REQUESTS and ALL BACKUP MATERIAL MUST BE RECEIVED NO LATER THAN 12:00P.M. ON THE WEDNESDAY PRIOR TO THE TUESDAY NIGHT OF THE CITY COUNCIL MEETING

ACTION: ITEMS THAT MUST BE COMPLETED BEFORE BEING PUT ON AGENDA

☒ X **MEMO** - All Agenda Items must have Memo with Staff Comments
☒ X ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

☐ **ORDINANCE**
☐ SIGNED BY RICHARD or REBECCA
☐ EXHIBITS ATTACHED
☐ FOUR COPIES (1 Unstapled, 3 Stapled)
☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

☐ **RESOLUTION**
☐ AGREEMENT & EXHIBITS ATTACHED
☐ FOUR COPIES (1 Unstapled, 3 Stapled)
☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

☐ **AGREEMENT**
☐ EXHIBITS ATTACHED
☐ RESOLUTION
☐ THREE COPIES (Stapled)
☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

☐ **AWARD OF BID** (MUST HAVE BID NUMBER)
☐ BID TABULATION

☒ X **PAY REQUEST/CHANGE ORDERS**
☒ X THREE COPIES (1 Unstapled, 2 Stapled)

☐ **DISCUSSION**
☐ BACKUP MATERIAL ON ITEM
☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

DISPOSITION INSTRUCTIONS: (Please indicate what action you want taken after the Council takes requested action.)

☐ Forward/Mail copies (#) to at the following address

☐ Return copy () or original () to Department

☒ Other: Please submit pay application to Finance Department in order that payment can be made to Carter and Burgess, Inc.